

DEPUTY PUBLIC WORKS DIRECTOR - ENGINEERING

Purpose:

To actively support and uphold the City's stated mission and values. To manage, direct and coordinate the activities of the Engineering Division of the Public Works Department including design services, private development, construction and real estate; to coordinate engineering activities with other divisions and departments; and to provide highly complex staff assistance to the Public Works Director.

Supervision Received and Exercised:

Receives general direction from the Public Works Director.

Exercises direct supervision over subordinate professional, technical and clerical staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Facilitate the provision of the highest level of quality customer service possible for Division customers. Ensure that customers are provided the Division's services in the most courteous and friendly manner possible.
- Respond to and resolve difficult and sensitive inquiries, complaints and requests for services from citizens in an open and creative manner. Communicate and provide information to the public through correspondence, interviews and telephone calls.
- Plan, develop, implement and manage the Division's goals, objectives and work plans; assign work activities, projects and programs; monitor work flows; with the input of divisional staff, review and evaluate work products, methods and procedures.
- Coordinate Division activities with those of citizens, other departments, outside agencies and neighborhood organizations.

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Deputy Public Works Director – Engineering (continued)

- Provide staff assistance to the Public Works Director, City Manager and City Council; prepare and present staff reports, recommendations and technical reports related to engineering matters; advise the City Council, the Planning & Zoning Commission and other commissions, committees and boards ,on engineering related matters. Prepare complex and sensitive reports for State and Federal regulatory agencies.
- Manage the development and administration of the Division budget; direct the forecast of funds, staffing needs, revenues, equipment, materials and supplies; monitor and approve expenditures.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; counsel employees to help correct deficiencies; solicit meaningful feedback from Division employees on policies and procedures; implement discipline and termination procedures. Ensure that the Engineering Division staff contributes to the City's mission and values.
- Recommend goals and objectives; assist in the development of policies and procedures and priorities related to the Engineering Division.
- Manage, evaluate and coordinate the functions and activities of the Engineering Division including capital improvement projects, design, mapping, field survey, private development and real estate.
- Direct the installation of all public improvements in subdivisions and developments. Prepare and implement long range planning for public works systems and improvements; prepare public works conditions to be placed on new and redeveloped parcels.
- Review and approve plans and specifications, designs, environmental documents, reports and studies; review and sign tract maps, parcel maps and lot line adjustments.
- Perform statutory duties of City Engineer as prescribed by State law and the Municipal Code; enforce and administer Floodplain program. Act as Public Works Director as required.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

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Deputy Public Works Director – Engineering (continued)

Seven years of increasingly responsible professional civil engineering experience including two years of supervisory and administrative responsibility.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in civil engineering or degree related to the core functions of this position.

Licenses/Certifications:

Possession of a Certificate of Registration as a professional civil engineer in the State of Arizona.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 036

Status: Exempt / Unclassified